The COIN Production Region

Background: The Compensation Board is in the process of developing a replacement system for SNIP. The Constitutional Officers' Information Network (COIN) will replace SNIP starting with the Budget Request for fiscal year 2006. The Budget Request sub-system will be implemented on January 1, 2005. The Personnel and Reimbursement sub-systems will be implemented on July 1, 2005.

Logon Procedures: To access the COIN Production region the following steps should be followed.

- Access the Virginia Information Technologies Agency (VITA) Mainframe
  - *Customers accessing VITA via locality networks should follow their specific instructions to navigate to the 'Virginia Information Technologies Agency Commonwealth Network' screen.*

  - *VITA can be accessed from the Restricted Access button on our website.*
    - You may choose the Attachmate (VITA Option 1) or the ResQPortal (VITA Option 2) option.
    - You will need your RSA SecurID device (keyfob) to access VITA. If you do not have a RSA SecurID device (keyfob) the following Firewall Usernames can be used:

Firewall Username	Password
o scbte01	scbte01
o scbte02	scbte02
o scbte03	scbte03
o scbte04	scbte04
o scbte05	scbte05
o scbte06	scbte06
o scbte07	scbte07
o scbte08	scbte08
o scbte09	scbte09
o scbte10	scbte10

  - *Customers accessing VITA via the Supreme Court of Virginia (SCV) should use the following instructions to access VITA per SCV.* NOTE: Commonwealth's Attorneys using the SCV to access VITA should start to use the Restricted Access options listed above as the SCV will only support Clerks of the Circuit Court.
    - Access the DIT FIREWALL icon on your PC's desktop.
      - o   This will establish a connection with the VITA firewall. You will be prompted for a username. Enter your username as assigned to you by the SCV and depress the enter key. If you do not know your

SCV DIT Firewall username, please contact David Robinson (SCV) 804.786.5229. RSA security devices (keyfobs) can be used in place of a SCV issued DIT firewall username. If you would like a keyfob, please contact Melanie Morrison (SCB) Melanie.Morrison@scb.virginia.gov 804.786.0786 x204.

- You will be prompted for a password. Enter the password and depress the enter key. Keyfob users will be prompted for passcode instead of password. Keyfob users should enter their PIN followed by the numbers on the keyfob and then depress the enter key. If you experience problems please the Security Officer responsible for your logon.
  - For testing purposes only, the password of 'scbte07' can be used.
- When the correct username/password or username/passcode (is entered, the user will receive the 'Virginia Information Technologies Agency Commonwealth Network' screen.

- If you are using the ResQPortal, please change the Application name from *DITMVS2* to *SCBTEST* on the 'Welcome to the ResQPortal' page prior to clicking on the Submit button.

- Key in '*cipb*' at the Enter Prompt on the Virginia Information Technologies Agency Commonwealth Network screen and depress the enter key.

- Enter your *COIN logon* in the field labeled 'Logonid'. If you do not know your COIN logon the page below can be accessed to determine the logons assigned to your office.
  http://www.scb.virginia.gov/coininformation/getlogon.cfm

- Depress the *tab key*.

- Enter your *COIN password* in the field labeled 'Password' and *depress the Enter key.*
  - *If you have received a new COIN logon, you will need to change your password the first time you sign-on. Instructions for changing your password are listed below under 'Changing Your Password'.
- Enter '*main*' in the uppermost left-hand corner of the screen (the cursor should be pre-placed at this location) and *depress the Enter key.*

- You are now at the COIN Main Menu.

- Option *2* will take you to the Budget Request sub-system.

Changing Your Password: Every 30 days your password will expire and you will need to create a new one. Additionally, when your password is 'reset 'by the Compensation Board you will also need to create a new password.

- Enter *your new password* in the field labeled 'New Password' and *depress the Tab key*.
- Re-enter your *new password* in the field labeled 'Enter Twice' and depress the *Enter key*.
- You should receive a password change confirmation message.

Passwords: Passwords should be between 6 and 8 characters and must contain at least 1 numeric value. Passwords cannot be re-used for 6 months. If you should encounter problems with your password please contact Melanie Morrison (Melanie.Morrison@scb.virginia.gov) 804.786.0786 x204, Anne Wilmoth (anne.wilmoth@scb.virginia.gov) x222 or Cindy Waddell (cindy.waddell@scb.virginia.gov) x200.

COIN User-Types: COIN supports multiple user-types. Currently we are providing logons only to Constitutional Officers and those individuals that are responsible for submitting the annual Budget Request. Information regarding additional user-types will be available in February 2005.

Additional Logons: If you would like additional logons for COIN, please contact Melanie Morrison or Anne Wilmoth.

System Availability: The COIN production region is available 7 days a week. COIN will not available on Saturday evenings from 11PM until Sunday morning at 6AM when VITA is performing routine system maintenance.

Problem Reporting: We are committed to providing you with a system that is both easy to use and meets your needs. In order to accomplish this, we need your help. If you should encounter a problem, please contact either Dan Munson (dan.munson@scb.virginia.gov) 804.786.0786 x210 or Anne Wilmoth (anne.wilmoth@scb.virginia.gov) x222 so we can address the matter and resolve any issues quickly.